

APPENDIX A

PLAN IMPLEMENTATION

The City of Liberty Lake Comprehensive Plan provides goals for achieving a future that is perceived as being better than the future that would happen without planning and a set of policies that will guide the City toward that future. Developing a meaningful implementation, monitoring and evaluation program is essential if the goals and policies of the plan are to be realized over the 20-year planning period. Implementation of the City of Liberty Lake Comprehensive Plan will require specific regulations such as zoning and design standards to shape the strategy of the Plan into reality. Coordination and cooperation among various jurisdictions, service providers, and agencies is essential for the successful implementation of the plan. In addition to the City of Liberty Lake, these entities include Spokane County, various service providers, and various state and federal agencies. The purpose of this element is to discuss how implementation of the goals and policies embodied in the City of Liberty Lake Comprehensive Plan will proceed successfully. It will discuss Growth Management Act (GMA) requirements, major issues involved in implementation, interjurisdictional coordination, and implementation strategies.

Growth Management Act Requirements

Spokane County and each city that is located within the county shall adopt a Comprehensive Plan and development regulations that are consistent with and implement the Comprehensive Plan” (RCW 36.70A.040[4][d]). Regulations must be consistent with Comprehensive Plans developed pursuant to the act and they must implement those Comprehensive Plans” (WAC 365-195-800).

Major Issues

Coordination and Cooperation Among Jurisdictions, Service Providers and Agencies

Implementation of the City of Liberty Lake Comprehensive Plan will require specific coordination efforts to assure consistency between and among neighboring entities’ plans to manage growth. “The Comprehensive Plan of each county or city that is adopted...shall be coordinated with, and consistent with, the Comprehensive Plans adopted pursuant to RCW 36.70A.040 of other counties or cities with which the county or city has, in part, common borders or related regional issues” (RCW 36.70A.100). In addition, “state agencies shall comply with the local Comprehensive Plans and development regulations and amendments thereto adopted pursuant to this chapter” (RCW.36.70A.103). The City of Liberty Lake will work with Spokane County to develop interlocal agreements for managing development in the joint planning areas.

Urban Growth Areas (UGAs)

The City of Liberty Lake will work with Spokane County to address the urban growth area boundary, service issues, and standards as outlined in the Countywide Planning Policies.

Critical Areas/Resource Lands

The City of Liberty Lake adopted the Spokane County Critical Areas Ordinance by reference prior to incorporation, however the City currently does not contain any designated critical areas. The ordinance will be updated or modified as the need arises.

Shoreline Master Programs

The 1995 amendments to RCW 90.58 require a shoreline element in Comprehensive Plans adopted under GMA. Shoreline management regulations must be adopted that are consistent with the Comprehensive Plan and other regulations, such as critical areas and open space. The City of Liberty Lake has addressed shorelines within the Comprehensive Plan as a planning measure for the future, but currently the City does not contain any shorelines.

Stormwater Management Plans

Stormwater management requires the cooperation of all jurisdictions within a stormwater management area, since water is not influenced by municipal boundaries. The state requirements for management of stormwater quality in the area will require significant capital investment. Innovative planning at a more detailed level is necessary to solve storm drainage problems in areas currently experiencing drainage problems. To meet this challenge, cooperation is needed among the affected jurisdictions.

Open Space Corridors

Each city and county shall identify open space corridors within and between urban growth areas (RCW 36.70A.160). Open space corridors must include lands useful for recreation, wildlife habitat, trails, and connection of critical areas. Natural features that favor open space corridors may not end at the city limits. For an open space corridor to fulfill its intended functions (e.g., aesthetics, recreation, wildlife migration, definition of urban form, etc.), coordinated planning is needed. Additional regulations may be necessary to protect open space; these regulations may take the form of a residential cluster ordinance, bonus density provisions, or critical-area regulations.

Essential Public Facilities

Some public facilities are essential to the community, but difficult to site (e.g., jails, landfills, sewage treatment plants, etc.). Proposals for these facilities typically generate a “not-in-my-back-yard” (NIMBY) response from neighboring residents. These facilities cannot be excluded in a Comprehensive Plan under the Growth Management Act. The City of Liberty Lake has entered into an interlocal agreement to follow the *Spokane County Regional Siting Process for Essential Public Facilities* when siting facilities of a state-wide or regional/county-wide significance. Unless it is otherwise preempted by state or federal laws, the *Spokane County Regional Siting Process for Essential Public Facilities* will apply to any and all future efforts to site an essential public facility of statewide or regional/ countywide significance within Spokane County and its cities. The siting of essential public facilities (EPFs) needs to be addressed in the zoning code.

Transportation Plan

The City of Liberty Lake Transportation Improvement Program (TIP) identifies specific projects, their cost, and a source of funding. This plan is updated each year, consistent with the adopted goals, policies, and plan maps, to respond to emerging needs.

Joint Planning/Interlocal Agreements

The GMA requires the establishment of Urban Growth Areas (RCW 36.70A.110). The Growth Management Act further establishes that Spokane County and the City of Liberty Lake must plan jointly in the establishment of Urban Growth Areas and for future activity within those

areas. Policies for joint city and county planning within urban growth areas are required (RCW 36.70A.210[3][f]).

Implementation Strategies

Implementation is the key to effective land use planning. A statement of goals and policies is an important first step in planning. In the final analysis, however, it is a community's combination of regulations, incentives, and other implementation techniques that will make a land use plan a success or a failure. While zoning is the workhorse of land use regulation, it is not a cure-all. In some cases, a combination of regulation, incentives, acquisition, and public improvements may be necessary to address a particular problem effectively. Developing the right combination requires creativity, sensitivity, experimentation, and an understanding of all the facets of the problem. An awareness of the experiences of other communities and a recognition of the limitations of many individual regulatory tools is also necessary. Implementation can be the most creative aspect of land use planning.

Several types of measures can be employed to implement the Comprehensive Plan. Zoning regulates the use of land. In other words, zoning specifies what can and cannot be done to develop or use land within the community. The Capital Facilities Plan is an implementation tool that directs public decisions about how to spend dollars. All land uses and land development require supporting facilities and services. The community's decisions about the level of public investment which will be spent in what locations at what time for such facilities has a significant effect on when, where and the cost of development. Through impact fees and other measures, communities can require developers to finance a proportionate share of the facilities to support each development. Policies may also call for the development of more specific plans and programs to carry out actions. These specific plans and programs, when developed, should then direct specific implementation approaches. The following is an outline of 13 implementation strategies that may be used by the City to facilitate accomplishing the goals and policies within the Comprehensive Plan.

1. Revise zoning designations and official zoning maps for the City of Liberty Lake to be consistent with the Comprehensive Plan Land Use Map, goals, and policies.
2. Develop new, or modify existing, subdivision and zoning standards.
3. Develop urban design standards, consistent with the City's Comprehensive Plan, that will promote and support a well-integrated community, provide a heightened sense of livable community, present opportunity for public gathering, and that enhance and is compatible with the City's setting and natural scenic resources.
4. Develop interlocal agreements with Spokane County to facilitate and accomplish joint planning and consistent development regulations within the designated Joint Planning Areas.
5. Develop a Transportation Improvement Program (TIP) that is consistent with and complements land use and transportation planning policies.
6. Ensure that adopted zoning regulations are consistent with housing policies of the Comprehensive Plan, with adequate provision for affordable and special-needs housing.
7. Develop a comprehensive Capital Facilities and Utilities Plan which is updated on a yearly basis.
8. Promote economic development through the implementation of programs and policies as outlined in the Economic Development section of the Comprehensive Plan.

9. Protect existing open spaces and promote the establishment of new interconnected open spaces, consistent with the policies of the Comprehensive Plan.
10. Protect the natural environment through the adoption and enforcement of programs and regulations concerning critical areas, shorelines, ground- and surface water quality and quantity, and air quality (as applicable).
11. Develop a comprehensive Performance Measurement program to evaluate and monitor the effectiveness of the Comprehensive Plan.
12. Provide an annual review and report on the effectiveness of the Comprehensive Plan. Provide for yearly amendments to the Comprehensive Plan as necessary to realize Comprehensive Plan element visions and goals.
13. Adopt interim regulations as necessary during the time the Zoning Code is being updated.

APPENDIX B

PERFORMANCE MEASUREMENT

After implementation, it is important to monitor the City of Liberty Lake's progress in achieving the adopted goals and policies. Evaluation will be accomplished by developing a Performance Measurement Program that will function to evaluate the progress of the City in its implementation efforts. A yearly review should be conducted to monitor the City's progress so adjustments can be made to the Comprehensive Plan if necessary. By monitoring changes in chosen indicators, the City will get a clear understanding of where it is and what it needs to do differently. The concept of monitoring progress towards the desired future is integral to the Comprehensive Plan process. A well designed Performance Measurement Program can help the Planning Commission, City Council, and the public understand both progress and setbacks in achieving the Plan's principles. More importantly, the program can direct staff and decision makers towards revisions for more effective strategies. A Performance Measurement Program will become the tool that will assess the progress being made by the City towards the goals of the Comprehensive Plan. A Performance Measurement Program measures progress, but also engages community members in a dialogue about the future, identifies areas that need attention and provides an avenue to alter community outcomes.

Growth Management Act Requirements

Legislation contained in the State of Washington's Growth Management Act (GMA) requires the City to prepare and adopt the Comprehensive Plan and regularly report on the outcomes of the Plan. "Each county and city that adopts a plan...shall report to the department annually for a period of five years...and each five years thereafter, on the progress made by that county or city in implementing this chapter" (RCW 36.70A.180[2]).

What Are Community Indicators?

An indicator is a measurement that can be used as a reference or as a standard for comparison. The program should initially focus on key indicators and expand over time. The program should include appropriate indicators from each of the main Plan areas. Each indicator should have the following characteristics:

- Use readily available data
- Be measurable over time, (e.g., annually)
- Provide meaningful information relating to the Plan's principle elements
- Be sensitive to change
- Be easily interpreted

Additionally, each indicator should meet the following criteria.

- It measures an outcome related to the Comprehensive Plan's element visions and to one or more Comprehensive Plan goals or policies.
- Reliable information about the indicator is already collected on a regular basis.
- The relationship between the indicator and the Comprehensive Plan is easily understood.
- When all the indicators are evaluated together, progress towards the framework goals of the Comprehensive Plan is shown.

Different governmental agencies monitor different kinds of data at different geographic levels and at different frequencies. The following are some common indicators that may be monitored by the City of Liberty Lake.

CONCEPT	INDICATOR	SOURCE OF INFORMATION
Urban Growth	1. Residential building permits/ units 2. Employment	City of Liberty Lake Planning & Community Development Dept. Washington State Employment Security Department, City of Liberty Lake Planning & Community Development Dept.
Status of Sprawl	1. Overall residential density change 2. Density of approved preliminary plats 3. Density of multi-family building permits 4. Utilization of previously platted and approved lots and subdivisions 5. Changes in infrastructure availability - where and how much	City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept.
Transportation	1. Average trip distance and time to commute 2. Transit ridership per capita 3. Travel time on congestion management system corridors 4. Total lane miles	Spokane Regional Transportation Council Spokane Transportation Authority City of Liberty Lake Planning & Community Development Dept., Spokane Regional Transportation Council Spokane County Regional Transportation Council
Economic Development	1. Median household income 2. Percent population below poverty 3. Employment change by industry 4. Unemployment rate 5. Industry gain / loss 6. Compare City of Liberty Lake average wage to U.S. average wage 7. Retention of industry	The Real Estate Report, U.S. Dept. of Commerce, U.S. Census Bureau The Real Estate Report, U.S. Census Bureau Spokane Area Economic Development Council Washington State Employment Security Department Spokane Area Economic Development Council U.S. Dept. of Commerce Spokane Area Economic Development Council, Chamber of Commerce

	<p>8. Number of requests to relocate - of requests, how many did relocate?</p> <p>9. Annual assessment of tourism activities - compare on yearly basis</p> <p>10. Fluctuation of number of home-based business</p>	<p>Spokane Area Economic Development Council, City of Liberty Lake Planning & Community Development Dept.</p> <p>Spokane Area Economic Development Council</p> <p>City of Liberty Lake Planning & Community Development Dept.</p>
Housing Affordability	<p>1. Home prices</p> <p>2. Housing affordability index</p> <p>3. Average rent</p> <p>4. Rent / Income Ratios</p> <p>5. Amount of first-time home buyers</p> <p>6. Availability of low-income housing units</p>	<p>The Real Estate Report</p> <p>The Real Estate Report</p> <p>The Real Estate Report</p> <p>The Real Estate Report, City of Liberty Lake Planning & Community Development Dept.</p> <p>The Real Estate Report</p> <p>Spokane Housing Authority</p>
Regulatory Environment	<p>1. Plat applications</p> <p>2. Average time required for final action on re-zoning applications</p> <p>3. Average approval time for preliminary plats</p> <p>4. Average approval time for building permits</p> <p>5. Monitor Planning & Community Development Dept. performance</p> <p>6. Number of planning / zoning hearings held</p> <p>7. Number of citizens testifying in planning process</p> <p>8. Days under development moratorium</p>	<p>City of Liberty Lake Planning & Community Development Dept.</p> <p>City of Liberty Lake Planning & Community Development Dept.</p> <p>City of Liberty Lake Planning & Community Development Dept.</p> <p>City of Liberty Lake Planning & Community Development Dept.</p> <p>Solicit and track public comments</p> <p>City of Liberty Lake Planning & Community Development Dept., Hearing Examiner</p> <p>City of Liberty Lake Planning & Community Development Dept., Hearing Examiner</p> <p>City of Liberty Lake Planning & Community Development Dept., Liberty Lake Sewer & Water District</p>
Parks, Recreation, & Open Space	<p>1. Acres of parks and open space per person</p> <p>2. Pedestrian / bicycle path miles</p> <p>3. Park usage estimates</p> <p>4. Acres of permanent natural open space</p>	<p>City of Liberty Lake Planning & Community Development Dept.</p> <p>City of Liberty Lake Planning & Community Development Dept., City Engineer</p> <p>City of Liberty Lake Planning & Community Development Dept.</p> <p>City of Liberty Lake Planning & Community Development Dept.</p>

	5. Open space taxation acres	City of Liberty Lake Planning & Community Development Dept.
Environment	1. Number of days in each air quality index category 2. Number of separate air quality violations 3. Nitrate levels in public water supplies 4. Incidence of groundwater supply contamination	Spokane County Air Pollution Control Authority Spokane County Air Pollution Control Authority Washington Dept. of Health, Public Water Purveyor Public Water Purveyor
Land Supply	1. Vacant, underutilized, partially used land 2. Preliminary plat lots 3. Final plat lots, binding site plans, and certificates of exemption 4. Monitor land availability in each land use category 5. Monitor rezones 6. Maintain a current map of submitted and approved land use applications 7. Number and type of building permits 8. Acreage of critical areas 9. Acreage in RCW 84.34 - Current Use Taxation Program 10. Number of Comprehensive Plan amendments 11. Ratio of buildable lands to critical areas	City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept. Spokane County Assessor's Office City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept.
Citizen Participation Coordination	1. Number of appeals to Growth Management Hearings Board 2. Maintain and publish any citizen input regarding the Comprehensive Plan	Eastern Washington Growth Management Hearings Board City of Liberty Lake Planning & Community Development Dept.
Public Facilities and Services	1. Number of students per square foot in school district 2. Distance of residence from fire station 3. Police officers per 1,000 population	Central Valley School District City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept., Liberty Lake Police Dept.

	4. Average police response time 5. Average response time to fire alarm 6. Amount of library space per 1,000 population 7. Mean and median student miles to school	Liberty Lake Police Dept. Spokane County Fire District #1 or Central Dispatch City of Liberty Lake Planning & Community Development Dept. Central Valley School District
Historic Preservation	1. Number and value of building permits for remodeling / rehabilitation per unit of residential inventory 2. Number of sites subtracted from and added to NRHP	City of Liberty Lake Planning & Community Development Dept. City of Liberty Lake Planning & Community Development Dept.

This list is partially taken from recommendations from the *Economic Analysis of Interim Urban Growth Area Alternatives for Spokane County, Washington*, November 1996. Through the citizen participation process, indicators may become more specific, be changed and/or new indicators added. The Performance Measurement Program will be designed to provide early warning if the policies are not having their intended effects. The system will provide sufficient information to enable policy-makers to determine whether different actions to implement the policies are needed or whether revisions to the policies are required.

The results of the monitoring and evaluation program should be presented annually in a public report to the Planning Commission. The report should include proposed revisions to the Plan to promote its viability and the viability of the City planning process. This report, for maximum effectiveness, should be prepared in accordance with the City's annual budget cycle, so proposed work items can be included in budget requests.

Performance measurement can be used to help the City of Liberty Lake establish priorities, take actions, and direct resources to solve problems identified in the City of Liberty Lake Comprehensive Plan, as well as comply with RCW 36.70A.180, yearly report requirements.

APPENDIX C

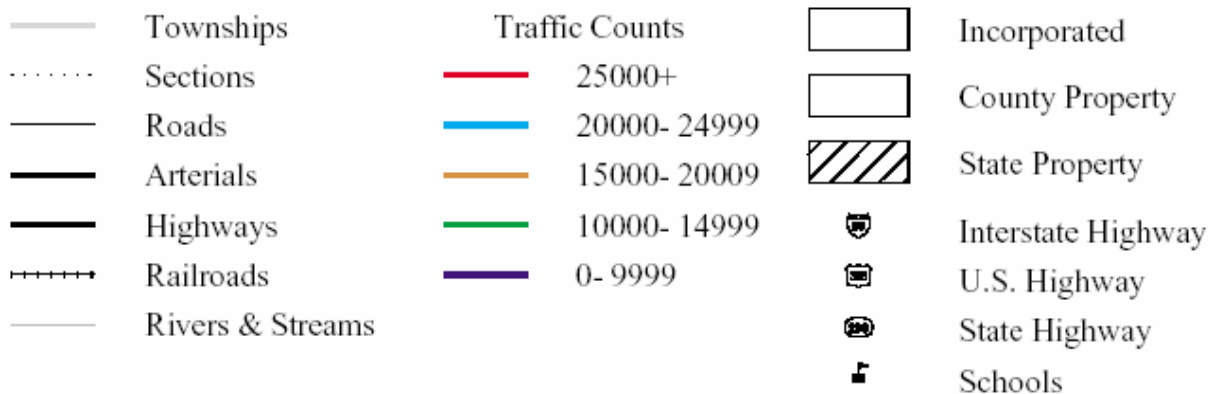
ACRONYMS & ABBREVIATIONS

ADU -	Accessory Dwelling Unit
BMP -	Best Management Practice
CBD -	Central Business District
CFP -	Capital Facility Plan
CIP -	Capital Improvement Plan
CTR -	Commute Trip Reduction
CWPP -	County-Wide Planning Policies (Spokane County)
DOE -	Washington State Department of Ecology
DU/AC -	Dwelling unit per acre
EIS -	Environmental Impact Statement
EMS -	Emergency Medical Services
FCC -	Federal Communications Commission
FEMA -	Federal Emergency Management Act
GIS -	Geographic Information System
GMA -	Growth Management Act (Washington State)
HOV -	High Occupancy Vehicle
HUD -	Housing and Urban Development (Federal)
LID -	Local Improvement District
LOS -	Level of Service
NEPA -	National Environmental Policy Act
RCW -	Revised Code of Washington
ROW -	Right of Way
SEPA -	State Environmental Policy Act
SOV -	Single Occupant Vehicle
SRTC -	Spokane Regional Transportation Council
TIP -	Transportation Improvement Program
TDM -	Transportation Demand Management
UGA -	Urban Growth Area
WAC -	Washington Administrative Code
WSDOT -	Washington State Department of Transportation

APPENDIX D

REFERENCES

WAC 365-195 & RCW 36.70A
Spokane County Boundary Review Board Liberty Lake Incorporation Study
Spokane County Comprehensive Plan
Spokane County 2001 Road Standards
Countywide Planning Policies for Spokane County
City of Lakewood Comprehensive Plan
City of Lake Forest Park Comprehensive Plan
City of Covington Comprehensive Plan
Human Services, City of Issaquah
Cathedral City Community Image and Urban Design Element (Ahwahnee Principles)
City of Bellevue Comprehensive Plan
US Dept. of Housing and Urban Development (HUD)
WA Center for Real Estate Research
Spokane Association of Realtors
Washington State S.T.I.P. 2003-2005
US Census Bureau
Greenstone Corporation
Stephen E. Liberty Manuscript Collection
Memories of Liberty Lake, by Mildred Brereton & Evelyn Foedish, 1951
Liberty Lake, Spokane's Inland Seashore by Peak Video Productions 2002
NW Museum of Arts & Culture (MAC)/ Eastern WA State Historical Society, Spokane, WA
 MAC historical photographs within Cultural & Historical Resources Element
 Inland Electric Railroad Depot, Maynard Rikerd Collection, MAC #L88-408.1103
 Orchard tract on north edge of Liberty Lake, David C. Guilbert, MAC #L94-9.148
 Liberty Lake Park & dance pavillion, Libby, MAC #L87-1.18385-20
 Pleasure boat "The Ermine", Hudson, MAC #L85-245
 Liberty Lake grocery & post office at Wayside Beach, MAC #L85-248
 Crescent Silver Cornet Band, Crescent Collection, MAC #L85-79.255
Saga of the Coeur d'Alene Indians, and account of Chief Joseph Seltice, edited by Edward Kowrach
Ross Schneidmiller Collection
Holiday Hills pictures supplied by Acuff family for Liberty Lake, Spokane's Inland Seashore video
Saga of A Western Town, Spokane, by Jay Kalez, 1972
Various articles in the Spokane Chronicle/ Spokesman Review, written by Jay Kalez



9/16/03
CITY OF LIBERTY LAKE COMPREHENSIVE PLAN 2003 - 2022
PAGE 175

APPENDIX F

6 YEAR CAPITAL FACILITY PLAN

CITY OF LIBERTY LAKE DRAFT CAPITAL FACILITIES PLAN

Introduction

The Growth Management Act (GMA) requires that communities plan for capital facilities to ensure an adequate level of facilities and services are in place to support development at time of occupancy or use.

Public facilities are those physical improvements that are constructed primarily by the City and provide the basic urban services of the municipality. Although the City of Liberty Lake currently provides limited urban services; it has the responsibility to ensure all services are planned for accordingly. Therefore, the public facilities and services evaluated include water, sanitary sewer, storm water, parks, public schools, law enforcement, fire protection, city facilities, and transportation (including roads, non-motorized transportation and transit). These services are also included in the policy framework of the Capital Facilities Element with most of the capital facility planning recognized as the responsibility of the service provider.

A capital facilities plan is a long range financial plan that allows the City to prioritize public projects and identify funding sources. The Capital Facilities plan serves as a guide to the City's financial obligation in providing those facilities desired by the community. This document will provide supplemental information that complements the text, goals, and policies of the Capital Facilities Element in the Comprehensive Plan. This document provides an overview of the City's financial resources and funding opportunities.

Growth Management Act Guidelines

The Growth Management Act's stated goals for public facilities and services, in Revised Code of Washington (RCW) Section 36.70A.020(12), emphasize the need for adequate urban support systems as a prerequisite for urban growth: "Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards;" and "Encourage the retention of open space and development of recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks."

County Wide Planning Policies

Guidelines for public facilities and services are contained in the following “policy topics”: Topic No. 1, Urban Growth Areas (UGAs), Topic No. 3, Promotion of Contiguous and Orderly Development and Provision of Urban Services, Topic No. 4, Parks and Open Space, Topic No. 8, Economic Development, and Topic No. 9, Fiscal Impacts. The following policies specifically address planning for public facilities and services. The first number identifies the policy topic and the second number identifies the pertinent policy as adopted by Spokane County in 1997.

1-8 Each municipality must document its ability to provide urban governmental services within its existing city limits prior to the designation of an Urban Growth Area (UGA) outside of existing city limits. To propose an Urban Growth Area (UGA) designation outside of their existing city limits, municipalities must provide a full range of urban governmental services based on each municipality’s capital facilities element of their Comprehensive Plan.

1-11 Each jurisdiction’s comprehensive plan shall, at a minimum, demonstrate the ability to provide necessary domestic water, sanitary sewer.... improvements concurrent with development....

1-12 Within Urban Growth Areas (UGAs), new developments should be responsible for infrastructure improvements attributable to those developments.

3-1 Each jurisdiction shall include policies in its comprehensive plan to address how urban development will be managed to promote efficiency in the use of land and the provision of urban government services and public facilities. The Steering Committee shall specify regional minimum level of service standards for urban governmental services with the exception of police protection. Local jurisdictions may choose higher standards. In its comprehensive plan, each jurisdiction shall include, but not be limited to, level of service standards for: a. fire protection; b. police protection; c. parks and recreation; d. libraries; e. public sewer; f. public water; g. solid waste disposal and recycling; h. transportation; and i. schools.

3-4 The Steering Committee shall prepare a regional formula to provide consistency among jurisdictions to designate and acquire public access to open space corridors. Each jurisdiction shall include policies in its comprehensive plan to provide open space corridors within the expanding urban landscape.

3-7 Each jurisdiction’s comprehensive plan shall include, at a minimum, the following policies to address adequate fire protection: a. Limit growth to areas served by a fire protection district or within the corporate limits of a city providing its own fire department; b. Commercial and residential subdivisions and developments.... shall include the provision for road access adequate for residents, fire department or district ingress/egress, and water supply for fire protection...

3-10 Each jurisdiction shall enter into agreements with special purpose districts within its Urban Growth Area (UGA) to address the provision of urban governmental

services and public facilities. Interlocal agreements between jurisdictions and special purpose districts relating to the provision of urban governmental services and public facilities shall address fiscal impacts and ensure that services provided by special purpose districts outside of Urban Growth Areas (UGAs) are not degraded.

3-14 Wellhead protection plans should be coordinated with water purveyors and implemented by local jurisdictions....

3-16 Each jurisdiction shall include policies in its comprehensive plan that encourage providers of urban governmental services and public facilities to participate in “mixed-use”, multi-purpose facilities within Urban Growth Areas (UGAs) as a cost effective alternative to single-use buildings.

3-20 Each jurisdiction shall plan for growth within Urban Growth Areas (UGAs) which uses land efficiently, adds certainty to capital facilities planning, and allows timely and coordinated extension of urban governmental services, public facilities, and utilities for new development. Each jurisdiction shall identify intermediate growth areas (six to ten-year increments) within its Urban Growth Area (UGA) or establish policies which direct growth consistent with land use and capital facilities plans.

4-1 The County and each jurisdiction shall establish by interlocal agreement policies, standards, and regulations to plan for and acquire parks and open space that fall outside a municipality’s corporate boundary and within its Urban Growth Area (UGA).

4-4 Each jurisdiction shall require the development of parks and open space as a means to balance the impacts associated with higher density development.

4-6 Each jurisdiction shall make appropriate provisions for parks and recreation areas.

8-4 Each jurisdiction shall develop plans for extending infrastructure to meet the demands of economic growth.

9-1 If new non-urban density development is to be included within Urban Growth Areas (UGAs), jurisdictions shall charge the full cost of infrastructure. Each jurisdiction shall address in the capital facilities element of their comprehensive plan how this will be accomplished. For those lands outside of a jurisdiction’s corporate limits but within their Urban Growth Area (UGA), the affected jurisdictions shall, by interlocal agreements, demonstrate how the full cost of infrastructure will be charged.

9-2 Each jurisdiction shall identify, within the capital facilities element of its comprehensive plan, capital resources that will be available to accommodate the additional development which is anticipated within Urban Growth Areas (UGAs).

9-5 Jurisdictions choosing to use impact fees shall apply a formula which is consistent with other jurisdictions within Spokane County.

9-7 Each jurisdiction shall make adequate financial provisions to maintain parks and recreation areas.

These planning policies provide guidance in preparation of a capital facilities plan that serves to ensure the various steps in development progress logically. Each step should follow one another related to urgency, economic desirability, and community benefit. The identification of available funding sources requires that needs be prioritized and the trade offs between projects can be evaluated. The following information is provided to assist in the decision making process when considering public facilities and service needs, and possible financial resources while maintaining appropriate level of service standards.

Capital Facility Financing Strategies

In order to realistically project available revenues and expected expenditures on capital facilities, the City must consider all identified policies that influence decisions about the funding mechanisms, as well as, policies affecting the City's obligation for public facilities. The most relevant of these are described below. These policies along with the goals and policies included in the other elements were the basis for the development of various funding scenarios.

Mechanisms to Provide Capital Facilities

Increase Local Government Appropriations:

Annually, the City will investigate whether capital facilities should be allocated a larger share of the funds from general revenue. If the general revenue funds and other special funding sources do not provide for the needed capital improvements, the City will investigate optional funding mechanisms, and will actively seek new revenue sources. In addition, on an annual basis the City will review the implications of the current tax system as a whole.

Use of Uncommitted Resources:

The City annually develops and adopts its six-year schedule of improvements with identified financial resources; however, any projects listed beyond the six-year plan are identified for planning purposes with no committed or secured resources.

Debt Capacity:

Generally, Washington state law permits a city to incur a general obligation bonded debt equal to $\frac{3}{4}\%$ to 1% of its property valuation without voter approval. By a 60% majority vote of its citizens, a city may assume an additional general obligation bonded debt of 1.75%, bringing the total for general purposes up to 2.5% of the value of taxable property. State law defines the value of taxable property as being

equal to 100% of the assessed valuation. For the purpose of supplying municipally owned electric, water or sewer service and with voter approval, a city may incur another general obligation bonded debt equal to 2.5% of the value of taxable property. With 60% voter approval, cities may also incur an additional general obligation bonded debt equal to 2.5% of the assessed value of taxable property for parks and open space. Thus, under state law, the maximum general obligation bonded debt that a city may incur cannot exceed 7.5% of the taxed assessed property valuation.

Municipal revenue bonds are not subject to a limitation on the maximum amount of debt that can be incurred. These bonds have no effect on the City's tax revenues because they are repaid from revenues derived from the sale of service.

General Policies on Capital Facility Funding

- The City will take an incremental approach to capital facility planning, which encourages phased planning for large projects.
- Capital projects should primarily be funded as revenue is available from budget surpluses rather than through borrowing mechanisms.
- Capital facility planning should begin with small and necessary projects.
- Large capital projects should be planned for in specific terms so financial details can be determined without reactive revenue increases or increased debt.
- When possible use "pay as you go" financing method to supplement State Grants and Loans.
- When debt is necessary, the term of the debt term should be related to the expected lifetime of the capital facility and provide for early retirement.

Further Considerations:

As the City matures it may consider more use of Non-Levy Financing such as a "pay as you use" method to shift some of the cost for capital facilities to future users. These may include:

User Charges and Connection Fees

User charges are designed to recoup the cost of public facilities or services by charging those who benefit from such services. As a tool for affecting the pace and pattern of development, users fees may be designed to vary the quantity and location of the service provided. Thereby, in some cases, charging those receiving the greater benefit a proportional greater amount for the service.

Mandatory Dedication or Fees in Lieu Of

The City may require, as a condition of plat approval, that subdivision developers dedicate a certain portion of the land in the development to be used for public purposes, such as roads, parks or schools. Dedication may be made to the local government. When a subdivision is too small or because of topographical conditions a land dedication cannot reasonably be required, the City may require the developer to pay an equivalent fee in lieu of dedication. The provision of public services through subdivision dedications not only makes it more feasible to serve the subdivision, but also may make it more feasible to provide public facilities and services to adjacent areas.

Negotiated Agreement

An agreement between the City and developer based on a study of the impacts of development and where various mitigation measures are proposed for the City's approval. These agreements rely on "outside" expertise to assess the impacts and costs of development. Such agreements are enforceable by the jurisdiction. The negotiated agreement will require lower administrative and enforcement costs than impact fees.

Impact Fees

Fees paid by new development based upon its impact to the delivery of services. Impact fees must be used for capital facilities needed by growth, not for current deficiencies in levels of service, and cannot be used for operating expenses. These fees must be equitably allocated to the specific entities that will directly benefit from the capital improvement, and the charge must fairly reflect the true cost of these improvements. Impact fees may be imposed for public streets, public park and recreation facilities, and public schools (fire protection only in jurisdictions that are not part of a fire district).

Obligation to Provide Capital Facilities

Coordination with Other Public Service Providers:

Local goals and policies as described in the other elements are used to guide location and timing of development; however, state agencies, special purpose districts, and utilities that provide public facilities to Liberty Lake can also have an influence. The planned capacity of public facilities operated by other jurisdictions must be considered when making development decisions.

Coordination with other entities is essential not only for the location and timing of public services, but also in the financing of such services. Such coordination would include water and sewer services, fire protection, and schools both in Liberty Lake and the Future City Annexation Areas (FCAA).

The City will continue to work with Avista for electric and natural gas; various telecommunication and cable service providers to ensure services are available when needed. This includes sharing information and a procedure for negotiating agreements for provision of new services in a timely manner.

Other public service providers such as the Central Valley School District are addressed with description of their facilities and capacities and planned improvement in their respective plans. However, it is the City's policy to exchange information with these entities and to provide them with the assistance they need to ensure that a consistent level of service with the City is maintained, and upon annexing that public services are coordinated and made available in a timely manner.

Establishing Level of Service Standards

Levels of service (LOS) standards are an indicator of the extent or quality of service provided by a facility that is related to the operational characteristics of the facility. They are a summary of existing or desired public service conditions. The process of establishing level of service standards requires the City to make quality of service decisions explicit. Public services LOS standards will be implemented to control the impacts of development and maintain existing City services.

LOS standards will influence the timing and location of development, by clarifying which locations have excess capacity that may easily support development, and by delaying new development until it is feasible to provide the needed public facilities. In addition, to avoid over extending public facilities, the provision of public services may be phased over time to ensure that new development and projected revenues keep with public planning. The City has LOS standards for domestic water, sanitary sewer, storm water, law enforcement, parks and open space, libraries, street cleaning, and fire and emergency services. These standards are below. The City does not have a specific LOS standard for public transit or schools. In the future it may become necessary to establish a standard to be used by Spokane Transit Authority and the Central Valley School District as part of their Capital Facilities planning to ensure adequate LOS standards are maintained.

Level of Services Standards

Domestic Water	One equivalent residential unit (ERU) is 800 gallons per day. Require that adequate water capacity, distribution, and transmission facilities are in place to accommodate new development at the current level of service.
Sanitary Sewer	Public sewer required within the City limits.
Transportation	LOS for operational analysis shall be as contained in the City of Liberty Lake Standards for Road Construction. Maintain travel corridor time as established by the SRTC
Storm water	New development shall not increase runoff volume off-site. Prevent flooding of property during a 25-year storm. Prevent damage to buildings from a 100-year storm. Storm water discharge to any surface or ground waters will be prohibited if it will degrade water quality below standards.
Law Enforcement	1 officer per 1000/population.
Parks & Open Space	30 acres per 1000/population.
Libraries	.41 square feet per City resident.
Solid Waste/ Recycle	Solid waste processing will meet Federal and State regulations.

Street Cleaning	Implement plan as identified in Transportation Element.
Public Transit	As adopted by Spokane Transit Authority Board of Directors.
Fire and Emergency Services	Urban areas served by Fire District with at least a Class 4 Insurance Rating. Fire Flow and hydrant placement per Uniform Fire Code. Urban areas must be within 5 road miles of station with "Class A" pumper. Urban areas shall be served by a basic life support (BLS) agency.
Public Schools	To be determined by individual school district CFP.

Urban Growth Areas/Urban Services

The Urban Growth Area (UGA) was established by Spokane County in order to ensure that orderly provision of urban services will be available to all urban development.

New and existing development requiring urban services shall be located in the Urban Growth Area. Sewer and water, storm drainage facilities, utilities, and local roads will be extended to development within these areas by both developer and service provider (City or District) actions. When new development within the City is proposed, the City should review the six-year Capital Improvement Program and this Plan to ensure the financial resources exist to provide the services needed for such new development. Prior to approval of new development within the Urban Growth Areas, when not within the City limits, the City should review the Capital Facilities Plans of the adjacent jurisdiction to ensure the financial resources exist to provide the services needed for such new development. If necessary, the City will take action to ensure that unincorporated areas adjacent to the City, within the UGA, are provided public facilities and services consistent with Spokane County Comprehensive Plan.

Future needs and funding

Determining Future Needs:

When determining public facilities deficiencies and estimating system need the following criteria should be used to develop the capital improvements list.

Economic Considerations:

- Potential for Financing
- Impact on Operating Budgets
- Timeliness of Opportunity
- Benefit to Economy and Tax Base

Service Considerations:

- Safety, Health, and Welfare Factors
- Environmental Impact
- Effect on Quality of Service

Feasibility Considerations:

- Legal Mandates
- Citizen Support

Consistency Considerations:

- Goals and Policies of the Comprehensive Plan Elements
- Linkage to Other Planned Projects Plans of Other Jurisdictions

Financial Resources

To ensure that the City is using the most effective means of collecting revenue, the City inventoried the various sources of funding available. However, because financial regulation and available mechanisms are subject to change, and changing market conditions influence the choice of financial mechanism, the City will periodically review the impact and appropriateness of its financing methods.

The following list of sources includes major financial resources available and is not limited to those sources that are currently in use or may be used in the six-year schedule of improvements. A detailed description of the funding sources will be identified with the associated improvements. The financial resources available for use in funding of capital facilities for Liberty Lake could include debt financing, in this context, it is a method of financing and not a source of revenue. The list includes the following:

Debt Financing

Short-Term Borrowing:

The potentially high cost of many capital improvements requires local governments to occasionally use short-term financing through local banks.

Revenue Bonds:

Bonds financed directly by those benefiting from capital improvement. Revenue obtained from these bonds is used to finance publicly owned facilities, such as parking garages. The debt is retired using charges collected from the users of these facilities. In this respect, the capital project is self-supporting. Interest rates tend to be higher than for general obligation bonds, and issuance of the bonds may be approved without the voter referendum.

General Obligation Bonds:

Bonds backed by the value of the property within the jurisdiction. Voter-approved bonds increase property tax rate and dedicate the increased revenue to repay bondholders. Councilmanic bonds do not increase taxes and are repaid with general fund revenues. Revenue may be used for new capital facilities, or maintenance and operations at existing facilities. These bonds should be used for projects that benefit the City as a whole.

Local Multi-Purpose Levies

Ad Valorem Property Taxes:

The tax rate is referred to in mills (1/10th cent per dollar of taxable value). The maximum rate is \$3.60 per \$1,000 assessed valuation. The City is prohibited from

raising its levy more than 6% of the highest amount levied in the last three years, before adjustment for new construction or annexation. A temporary or permanent excess levy may be assessed with voter approval. Revenue may be used for new capital facilities, or maintenance and operations at existing facilities.

Business and Occupation Tax:

Tax of no more than 2.0% of gross value of business activity on the gross or net income of businesses. Assessment of increase of the tax requires voter approval. Revenue may be used for new capital facilities, or maintenance and operations at existing facilities.

Local Option Sales Tax:

Retail sales and use tax of up to 1%. The City may apply the second 0.5% and participate in a sales tax equalization fund, if available. Assessment of this option tax requires voter approval. Revenue may be used for new capital facilities, or maintenance and operations at existing facilities.

Utility Tax:

Tax on the gross receipts of electric, gas, telephone, cable TV, water, sewer and storm water utilities of up to 6% of gross receipts. Voter approval is required for an increase above this maximum. Revenue may be used for new capital facilities, or maintenance and operations at existing facilities.

Real Estate Excise Tax:

The original 0.5% was authorized as an option to the sales tax for general purposes. An additional 0.25% was authorized for capital facilities, and the GMA authorized another 0.25% for capital facilities. For counties and cities planning under the GMA, the additional tax requires voter approval. Revenues must be used solely to finance new capital facilities or maintenance and operations of existing capital facilities, as specified in the capital facilities plan. An additional option is available under RCW 82.46.070 for the acquisition and maintenance of conservation areas if approved by the majority of voters of the county.

Local Single Purpose Levies

Emergency Medical Services Tax:

This is a property tax levy for emergency medical services. The revenue may be used for new capital, facilities, or maintenance and operation at existing facilities.

Motor Vehicle Fuel Tax:

This is a tax paid by gasoline distributors.

Local Option Fuel Tax:

A countywide voter approved tax equivalent to 10% of statewide Motor Vehicle Fuel Tax and a special fuel tax of 2.8 cents per gallon. Revenue is distributed to the City on a weighed per capita basis. Revenues must be spent for highway (city streets,

county roads, and state highways) construction, maintenance, or operation; policing of local roads; or highway related activities.

Local Non-Levy Financing Mechanisms

Reserve Funds:

This is revenue that has accumulated in advance and earmarked for capital improvements. Sources of funds can be surplus revenues, funds in depreciation reserves, or funds resulting from the sale of capital assets.

Fines, Forfeitures, and Charges for Service:

This includes various administrative fees and user charges for services and facilities operation by the jurisdiction. Examples are franchise fees, sales of public documents, fines, forfeitures, and licenses, permits income received as interest from various funds, sale of public property, rental income, and all private contributions to the jurisdiction. Revenue from these sources may be restricted in use.

User Fees and Program Fees:

These are fees or charges for using park and recreational facilities, solid waste disposal facilities, sewer services, water services, and surface water drainage facilities. Fee may be based on measure of usage, a flat rate, or design features. The revenues may be used for new capital facilities, or maintenance and operations at existing facilities.

Special Assessment District:

A district created to provide a specified service. Often the district will encompass more than one jurisdiction. Included are districts for fire facilities, hospitals, lake management, libraries, metropolitan parks, airports, ferries, parks and recreation facilities, cultural arts, stadium and convention centers, sewers, water flood controls, irrigation, business improvement, and cemeteries. Voter approval is required for airport, parks and recreation, and cultural arts, stadium and convention districts. The district has authority to impose levies or charges. Funds must be used solely to finance the purpose for which the special purpose district was created.

Lease Agreements:

An agreement allowing the procurement of a capital facility through lease payment to the owner of the facility. Several lease paying methods can be used. Under the lease-purchase method, the capital facility is built by the private sector and leased back to the local government. At the end of the lease, the facility may be turned over to the municipality without future payment. At that point, the lease payment will have paid the construction cost plus interest.

Privatization:

Privatization is generally defined as the provision of a public service by the private sector. Many arrangements are possible under this method ranging from a totally private venture to systems of public/private arrangements.

Mitigation Fees:

Fees paid by new development based upon its impact to the delivery of services. Impact fees must be used for capital facilities needed by growth, not for current deficiencies in levels of service, and cannot be used for operating expenses. These fees must be equitably allocated to the specific entities that will directly benefit from the capital improvement, and the assessment levied must fairly reflect the true costs of these improvements. Impact fees may be imposed for public streets and roads, publicly owned parks, open space, recreational facilities, school facilities, and fire protection facilities (for jurisdictions that are not part of a fire district).

State Grants and Loans

Community Development Block Grants:

Grant funds available for public facilities, economic development, housing, and infrastructure projects which benefit low and moderate income households. The Department of Community Trade and Economic Development distribute grants primarily to applicants who are not participants in county entitlement programs. Revenue is restricted in type of project and may not be used for maintenance and operations.

Public Works Trust Fund:

Low interest loans to finance capital facility construction, public works emergency planning, and capital improvement planning. To apply for the loans, the City must have a capital facilities plan in place and must be levying the original 0.25% real estate excise tax. Funds are distributed by the Department of Community Trade and Economic Development. Loans for construction project require matching funds generated only from local revenues or state shared entitlement revenues. Public works emergency planning loans are at 5% interest rate, and capital improvement planning loans are non-interest loans, with a 25% match. Revenue may be used to finance new capital facilities, or maintenance and operations at existing facilities.

Urban Arterial Trust Account (UATA):

Funds are available for projects to alleviate and prevent traffic congestion. The State Transportation Improvement Board subject to UATA guidelines and with a 20% local matching requirement distributes entitlement funds. Funds may be used for capital facility projects to alleviate roads that are structurally deficient, congested with traffic, or have accident problems.

Intermodal Surface Transportation Efficiency Act (ISTEA):

ISTEA provides grants to public agencies for historic preservation, recreation beautification and environmental protection projects related to transportation facilities. These enhancement grants are administered by the state Department of Transportation and regional transportation planning organizations (RTPO's).

Transportation Improvement Account:

Funds are available for projects to alleviate and prevent traffic congestion caused by

economic development or growth. Entitlement funds are distributed by the state Transportation Improvement Board with a 20% local match requirement. The revenue may be used for capital facility projects that are multi-modal and involve more than one agency.

Centennial Clean Water Fund:

Grants and loans for the design, acquisition, construction and improvement of Water Pollution Control Facilities, and related activities to meet state and federal water pollution control requirements. Grants and loans distributed by the Department of Ecology with a 25%- 50% matching share. Use of the funds is limited to planning, design and construction of Water Pollution Control Facilities, storm water management, ground water protection, and related projects.

Federal Grants and Loans

Federal Aid Urban System:

Funds available for construction and reconstruction improvement to arterial and collector roads that are planned for by a Metropolitan Planning Organization (MPO) and the Federal Highway Administration. Funds may be used for non-highway public mass transit projects. Funds are distributed by Washington State Department of Transportation with a 16.87% local match requirement.

Federal Aid Safety Programs:

Funds available for improvements at specific locations that constitute a danger to vehicles or pedestrians as shown by frequency of accidents. Funds are distributed by Washington State Department of Transportation from a statewide priority formula and with a 10% local match requirement.

Federal Aid Emergency Relief:

Revenue available for restoration of roads and bridges on the federal aid system that are damaged by extraordinary natural disasters or catastrophic failures. Local agency declares an emergency and notifies the Washington State Department of Transportation; upon approval entitlement funds are available with a 16.78% local matching requirement.

Department of Health Water Systems Support:

Grants for upgrading existing water systems, ensuring effective management, and achieving maximum conservation of safe drinking water. Grants are distributed by the state Department of Health through intergovernmental review and with a 60% local match requirement.

Assessment of Facilities and Services

Water

Water facilities, such as water mains and pump stations, provide for the safe and efficient delivery of water to the community. The locations of the City's water facilities are identified in Liberty Lake Sewer and Water District's Comprehensive plan.

The existing water supply level of service standard is to provide reliable water service for domestic use, fire flow protection and emergencies. All future development must demonstrate that there is adequate water for the proposed use and that fire flow requirements can be met. Water level of service standards differ depending on the type of use and its location.

The City relies on groundwater from the Rathdrum/Spokane Aquifer System for its water needs. The aquifer also serves several neighboring communities. The pumping capacity is determined partly by groundwater rights. The City's future water needs will be met through continued use of groundwater resources. The City will need to continue to ensure there is an adequate supply of water for current and anticipated demand, without adversely impacting water quality or artificially over-allocating resources to single customers or groups of customers. On the capacity side, the City will continue to develop strategies to ensure there is adequate water capacity to serve anticipated levels of development.

Sanitary Sewer

A sanitary sewer system handles the sewage needs for the City. The inventory and locations of the City's sewer facilities are identified in Liberty Lake Sewer and Water District Comprehensive Plan. The City's minimum LOS standard within the City is providing sanitary sewer service to all new development. New systems shall be designed to safely pass the wastewater flow under the future 20-year development scenario, as determined by full site buildout or by the Sewer System Plan Update.

Several sewer projects have been identified to correct existing deficiencies and to accommodate population growth from 2003 through 2008. Capacity and treatment projects over the next six years are estimated to be in over \$10 million. The current facility has a phosphorous treatment capacity of 895,000 gallons per day. The District is planning to upgrade the treatment plant by the end of 2004, upgrading the total capacity of the plant to 2 million gallons per day.

Storm Water

Surface water management deals with the detention/ retention and movement of water on the surface of the ground, typically associated with storm water. The control of storm water is essential to preventing property damage due to flooding and to prevent the degradation of water quality. To this end, the developments within the City have historically committed substantial resources to providing adequate storm water management facilities. The City's existing minimum LOS standard for surface water drainage requires that all private or public on-site or off-site storage, conveyance and treatment facilities result in no degradation to downstream water quality and quantity

below established standards. As development both in and around the City continues, strategies will need to be devised to address storm water detention and water quality so that area residents and business will not be adversely impacted.

Parks and Open Space

Park and recreation facilities and open spaces are essential to a community's well being. Parks and open spaces help mitigate urban development, provide important ecological functions and provide recreation opportunities for citizens and visitors. For more detailed information on Parks and Open Space, see the Parks and Open Space element.

Law Enforcement

Community resources, needs and values determine the level of law enforcement services and facilities. Generally, the higher the density and intensity of land use, the greater the demand for law enforcement services to address the safety of the City's citizens. Capital facilities associated with police services include vehicles, office and police equipment. Projected capital facility requirements are based on the number of officers needed to service the LOS standard. As the City develops, the need for additional officers will increase, as well as the need for additional police equipment and facilities.

Municipal Facilities

Municipal facilities are those facilities, such as, City Hall or a Community Center, that provide service to the community. City Hall administrative activities are currently accommodated within a leased space located at 1421 N Meadowwood Lane. The Liberty Lake Sewer and Water District Building serves as the primary gathering place for most public meetings. An additional facility is located at the Trail Head Golf Course that has room to accommodate several possible uses; it currently serves as a golf pro shop, maintenance shop for the golf course and park and leased space for a private restaurant.

Future municipal facilities requirements will include a City Hall, City Community Center, Public Safety, and various City Shops as a result of increased development and future annexations areas outside the existing city limits. A Public Facilities Master Plan will need to be developed to address the future space needs for City facilities.

Public Schools

The City neither sets nor controls the level of service standards for area schools. The Central Valley School District is charged with ensuring there is adequate facility space and equipment to accommodate existing and projected student populations. The City coordinates land use planning with the school district to ensure there is adequate capacity in place or planned. Central Valley School District currently has capacity within

the district; however, additional discussion is needed with Central Valley School District to ensure adequate facilities are available within the Liberty Lake community.

Transportation

The descriptions of the existing transportation system future needs are identified in the Transportation Element and the City's Transportation Improvement Plan (T.I.P.). The T.I.P. will be reviewed and updated annual.

Fire Service

Valley Fire District #1 provides fire protection services to the City. The fire department provides a complete range of services including fire protection, emergency medical services, fire code planning, engineering and enforcement to both businesses and residents alike. This requires the district to maintain appropriate resources to respond to a variety of fire fighting and medical aid needs. The District currently meets both its fire facility and apparatus level of service standards throughout the City although response times vary depending on the location. As the City grows, the City will evaluate the need for additional fire stations to provide adequate coverage.

Capital Improvement Program Planning

Using the above information a capital facilities plan can be implemented to coordinate City planning and finances for public projects. It requires an on-going communication and cooperation effort between various disciplines. The plan promotes efficiency by requiring the community to prioritize capital improvements beyond a single budget year. It enables the community to evaluate funding sources against needs, and facilitates evaluation of project asset/liability trade-offs in prioritizing expenditures.

All municipal capital facility needs for existing and future development will continue to be assessed. Planning documents will be prepared describing in detail the capacity of facilities and the funding estimates for the proposed capital facility projects, including lists of proposed projects and their funding sources over the next six years. Projects will be identified as capacity or non-capacity projects. Capacity projects are those projects that address current or future level of service efficiencies. Non-capacity projects are other necessary projects, such as studies, plans, additional equipment, but do not directly address level of service deficiencies. The total capital improvement costs needed to meet the City's capital facility needs will be based on the adopted level of service standards with a breakdown of costs per type of capital facility and associated revenue sources to fund the projects.

The Capital Improvement Plan addresses needed improvements which are of relatively large scale, are generally non-reoccurring high cost projects, and may involve multi-year financing. They tend to cost more than \$10,000, have a life expectancy of more than ten (10) years, and result in additions to municipal fixed assets and/or extend the life of

existing capital infrastructure. Smaller scale capital improvement expenditures are addressed in the City's annual budget process.

The Six-Year Capital Improvement Program addresses the City's current capital expenditure planning itinerary. Using the worksheet below it sets out the projects and cost estimates needed to finance suggested projects. As is the case with the Six-Year Transportation Improvement Program (TIP), the Six-Year Capital Improvement Program (CIP) commits known funding sources to the first budget year's projects and the balance of the projects reflect planning programs which may or may not have funding commitments. The initial year of the CIP is funded through the annual budgets binding funding commitments, while the latter recommendations may be altered or not developed due to cost considerations or changing circumstances. The CIP is a dynamic process, revised and extended annually, to reflect changing needs, demands, and funding sources. Projects may include design, engineering, permitting, environmental analysis, land acquisition, construction, major maintenance, site improvements, energy conservation, landscaping, initial furnishings, and equipment.

Mechanisms to Provide Capital Facilities

To sensibly project available revenues and anticipated expenditures for capital facilities requires an on-going, dynamic process. The CIP will be updated, extended, and recommitted for funding on an annual basis. As the community develops and evolves, funding mechanisms must be constantly reevaluated to ensure that the City maintains efficient and cost-effective capital improvement strategies. New revenue sources must be actively sought, and the impact of increasing taxing rates must be taken into consideration during each budgetary cycle.

**CITY OF LIBERTY LAKE
2003-2008 CAPITAL FACILITIES PLAN
Capital Improvement Worksheet**

CFP No. _____

HISTORY OF PROPOSAL

New Project _____

In previous CFP _____

In previous CFP, but not selected _____

PROJECT

TITLE: _____ LOCATION: _____

DESCRIPTION:

JUSTIFICATION:

BENEFITS:

ENVIRONMENTAL:

PROJECT STATUS:

CHANGES TO PREVIOUS CFP:

CAPITAL COSTS

	2003	2004	2005	2006	2007	2008	TOTAL
Right-of-Way							
Design							
Construction							

TOTALS:

FUNDING SOURCES

	2003	2004	2005	2006	2007	2008	TOTAL
--	------	------	------	------	------	------	-------

Estimated Annual Cost:

Estimated Annual Savings:

Estimated Lifespan:

Dept. Responsible for Maintenance:

Estimated Annual Revenues:

Relationship of CFP to CIP

The Capital Improvement Plan (CIP) is a list of public improvement projects identified by the City. The list is updated annually and identifies all the capital projects the City could undertake given adequate revenues. Since the City's revenue is limited, the City prioritizes the projects in the CIP and chooses a portion of those projects based on need and finances available. Those projects chosen are adopted into the Capital Facilities Plan.

The CIP is linked to the City's annual budget through the Capital Facilities Plan in that the adopted budget is reflected as the first year's capital improvement expenditures. Each year the budget is updated, in addition to the Capital Facilities Plan, in order to reflect the adopted budget. An important distinction between the budget and CIP is that the one-year budget may become part of the legally adopted annual operating budget, whereas the longer-term CIP doesn't commit the City to a particular expenditure for a particular year. Thus, the CIP allows the City some flexibility in scheduling projects based on need or funding opportunities and doesn't lock the City into projects that may not be needed at time of funding.

Revenues

The City uses a number of funding mechanisms to pay for its capital facilities needs. Funding for capital projects will come from grants, bonds, property and sales taxes, impact fees and contributions. Some of these funds are earmarked for specific projects while other projects are funded by the General Fund. The General Fund revenues are used not only for part of the capital facilities expenditures, but also for the operation and maintenance of the City. Additional non-city sources of funds could be needed to fund many projects. The non-city sources would include grants, financing with bonds, impact fees, County, State or Federal funds, and the continued use of Local Improvement District (LID) and developer extension agreements.

Expenditures

The Capital Facilities Plan covers only the cost of capital facilities. With the development of these facilities there will be other operating, maintenance and staff costs that will continue to accrue annually over the life of the facility.

Current Financial Capacity and Debt

Using Liberty Lake's 2002 taxable value established by the County Assessor of \$452 million, the City could incur up to \$6,780,873-\$1,005,934 (existing debt) = \$5,774,939 of general obligation bond debt without voter approval, an additional \$10,295,521 with voter approval, an additional \$11,301,455 with voter approval for water and sewer systems (as the service provider), and an additional \$11,301,455 for parks and recreation with voter approval for a maximum debt capacity of **\$38,673,370**. Liberty Lake used general obligation bonds to purchase Valleyview Golf Course (now known as

Trail Head). While, under State limitations, Liberty Lake has sufficient debt capacity for capital improvement projects, the City will continue to seek out alternatives funding mechanisms to assure long term fiscal health.

Financial Projection

Year	Pop.	Assess. Value	Property Tax Revs.	Sales Tax Revs.	Misc. Revs.	Total Revs.	General Fund Budget	Difference
2002	4480	\$452,058,198	\$949,322	\$925,000	\$761,412	\$2,635,734	\$2,063,632	\$572,102
2003	4771	\$481,441,980	\$1,011,028	\$962,000	\$659,492	\$2,632,520	\$2,197,768	\$434,752
2004	5081	\$512,735,709	\$1,076,745	\$1,024,530	\$702,359	\$2,803,634	\$2,340,623	\$463,011
2005	5412	\$546,063,530	\$1,146,733	\$1,091,124	\$748,012	\$2,985,870	\$2,492,764	\$493,106
2006	5763	\$581,557,660	\$1,221,271	\$1,162,048	\$796,633	\$3,179,951	\$2,654,793	\$525,158
2007	6138	\$619,358,908	\$1,300,654	\$1,237,581	\$848,414	\$3,386,648	\$2,827,355	\$559,294
2008	6537	\$659,617,237	\$1,385,196	\$1,318,023	\$903,561	\$3,606,780	\$3,011,133	\$595,648

APPENDIX G

STATE TRANSPORTATION IMPROVEMENT PROGRAM

**State Transportation Improvement Program,
October 24, 2002**

Available at:

**City of Liberty Lake
Planning & Community Development Dept.
1421 N. Meadowwood Ln., Suite 120
Liberty Lake, WA 99019
(509) 755-6708**

APPENDIX H

SPOKANE COUNTY REGIONAL SITING PROCESS FOR ESSENTIAL PUBLIC FACILITIES (EPF's)

**Spokane County Regional Siting Process for
Essential Public Facilities, June 21, 2002 &
Interlocal Agreement Attachment "A".**

Available at:

**City of Liberty Lake
Planning & Community Development Dept.
1421 N. Meadowwood Ln., Suite 120
Liberty Lake, WA 99019
(509) 755-6708**